

**STANDING ORDER OF MAGISTRATE JUDGE  
MARTIN C. ASHMAN REGARDING FINAL  
PRETRIAL ORDER FOR CONSENT CASES**

**Magistrate Judge Martin C. Ashman**

**Chambers: 1366  
Courtroom: 1386**

At the option of the court in any case, the following shall constitute the final pretrial order format for consent cases:

The parties shall jointly prepare and submit the following to Judge Martin C. Ashman's courtroom deputy or to chambers no later than fourteen (14) days prior to the trial date:

1. Statement of jurisdiction.
2. Concise statement of the claim(s) of plaintiff(s), defense(s) of defendant(s), and all counterclaims and cross claims. In a jury case, this statement will be read to the jury during *voir dire*.
3. An agreed statement or statements by each party of the contested issues of fact and law and a statement or statements of contested issues of fact or law not agreed to.
4. A trial brief by each party (unless waived by the Court).
5. Itemization of damages.

6. A list of names and addresses of all witnesses: (a) who will be called; (b) who may be called; and (c) whose deposition will be used. In a jury case, this list will be read to the jury during *voir dire*.

7. A list of names and addresses of all expert witnesses who will be called.

8. A schedule of all exhibits a party may introduce at trial, identified by number to be used at trial. The opposing party shall state which of the exhibits are objected to and the basis for the objection.

9. Expected length of trial.

10. Indicate whether jury or bench trial.

11. A statement summarizing the current status of settlement negotiations.

12. In a bench trial, proposed findings and conclusions are to be filed two (2) business days before the trial date. Trial briefs are not necessary.

13. In a jury trial, the parties are instructed to meet and agree on the jury instructions and to file proposed instructions with final pretrial order. Any proposed *voir dire* special to the case should be included in the final pretrial order.

14. Motions *in limine* shall be filed twenty-one (21) days before trial and responses fourteen (14) days before trial.

15. A final pretrial conference to discuss the trial will be held approximately one week prior to trial. The purpose of this conference shall be to avoid surprises and to simplify the trial.

**ENTER:**

**Dated:** June 27, 2003.

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**MARTIN C. ASHMAN**  
United States Magistrate Judge